

DOCUMENT NAME: Cash Purchases**DAFIS DOCUMENT TYPE: 20**

1. **Description:** This document type 20 is used for small purchases from the imprest funds. For cutters deployed OCONUS a wavier has been approved by DOT (Office of Financial Management) for use of Imprest Funds up to the simplified acquisition threshold for the purchase of fuel, subsistence items, and port services. This authority is to be used where no other procurement instrument will be accepted by vendors. This authority does not apply to travel over \$500.00 which shall be approved by FINCEN (CL).
2. **Primary Forms:** SF-44, Purchase Order-Invoice-Voucher
SF-1165, Receipt for Cash-Subvoucher
3. **Related Forms:** CG-5394, Cashiers Accountability Report
DOT F-4200.1, Procurement Request
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 2002902FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
20	02	90	2	F	AB	001	

Note: Position 7 of the standard 13 position DAFIS document number for this document type must always match position 4 (FY).

5. **Accounting Line:** Multiple lines of accounting require a document number suffix for each line of accounting. If this is done, the suffix for each document number will start with 000.

SAMPLE: 2/F/201/136/30/0/AB/12345/2674

6. **FINCEN Critical Processing Requirements:** Cashier's must ensure the following information is included on every subvoucher SF-1165 and SF-44:
 - a. Date of purchase.
 - b. Item description and cost.
 - c. Vendor name and address.
 - d. Brief reason for purchase in the PURPOSE block.
 - e. Approval signature for the purchase.
 - f. Vendor's signature to indicate receipt of payment.
 - g. Employee/member signature for receipt of item(s).
 - h. Standard DAFIS document number and accounting data.

6. i. All subvouchers, regardless of dollar amount, must be supported with an original sales slip, cash register tickets, receipt or invoice. When originals are not available, a statement by the vendor explaining why an original is not being furnished shall be provided.

7. Other Information: A disbursement over \$500.00 for travel is viewed as an emergency. Prior to disbursement, approval is required from FINCEN (CL).

8. LUFS-NT Information:

a. Standard generic input through the Miscellaneous Icon, in the Simplified Acquisitions Applet.

b. Obligation will transmit electronically via LUFS-NT, if desired.

Note: Cashiers have been asked to process replenishments on a weekly basis. If this is done, it is requested that document type 20 transactions not be transmitted electronically since distributions have normally already been made causing transmissions to result in DAFIS errors.

c. A copy of this document is NOT required to be mailed to the FINCEN if the obligation is transmitted via LUFS-NT.

9. Document Flow:

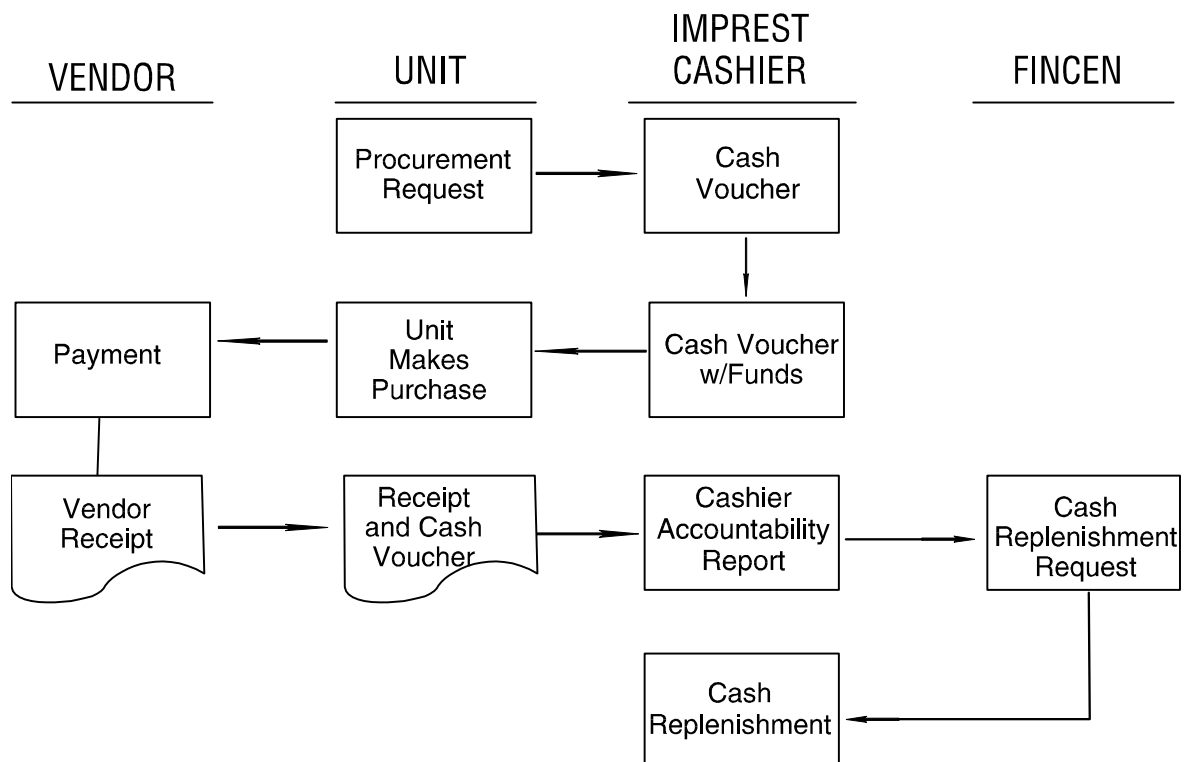


Figure: 12D-3 Receipt for Cash-Subvoucher

9. a. Figure 12D-3 describes the procedures for processing the Cash Purchases.
- b. The unit prepares the DOT F-4200.1 in accordance with local operating instructions for the purchase required. The original and one copy of the procurement request are sent to the procurement official and a copy is retained in the unit files.
- c. The unit prepares the Receipt for Cash-Subvoucher (SF-1165) with the required authorizing procurement official's signature in the Purpose Block. (When using a SF-44 to make a cash purchase, see instructions on copy 2 of the SF-44). The Purpose Block must include a brief statement as to the use of the items being purchased. The procurement officer verifies that the purchase is in accordance with the procurement regulations, and was approved by the Fund Manager or Program Element Manager. The procurement officer then forwards the SF-1165 to the imprest cashier. The cashier must verify the procurement officer's signature and obtain the signature of the individual receiving the cash before disbursing funds. The individual receiving the cash must sign the Interim Receipt before receiving the cash. The signed Interim Receipt will be retained by the cashier. The SF-1165 must contain the DAFIS Document Number and the chargeable line of accounting.
- d. The unit makes the purchase for cash and receives an original receipt or a copy marked original along with the required statement for not submitting the original. The original receipt is required regardless of the dollar amount. The vendor's signature for the purchase should be obtained in the required block of the SF-1165 or SF-44.
- e. Upon completing the purchase, the employee shall return any unused cash, purchase receipt and SF-1165 or SF-44 to the cashier, who shall void the Interim Receipt for Cash and return it to the purchaser.
- f. The imprest cashier will stamp all documents "paid" and all forms are checked to ensure they contain the correct accounting data, the required signatures and the original receipts. The imprest cashier prepares a Cashiers Accountability Report (CG-5394) for replenishment of the imprest fund and forwards the original and one copy along with supporting documents to the FINCEN. The CG-5394 must include the following:
- (1) Report period - beginning and ending date.
 - (2) Unit OPFAC number.
 - (3) Unit name, address and telephone number.
 - (4) Status of funds information.
 - (5) Disbursement breakdown.
 - (6) Number of replenishment checks and the amounts of each requested.
 - (7) Typed name of cashier, date and signature.

9. g. Replenishment is received by the cashier.

10. **Sample Forms:** See Figure 12D-4.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
2002902FAB001000	128F	02020F111	12345	2674	0.00	0.00	0.00	20.00

12. **References:**

a. COMDTINST M4200.13E, Simplified Acquisition Procedures Handbook.

b. COMDTINST M7210.1B, Certifying and Disbursing Manual.

c. DOT 2770.7A, Imprest Fund Manual.

d. Treasury Manual of Procedures and Instructions for Cashiers.

e. ALCOAST 041/99, Imprest Fund Wavier for Cutters Deployed OCONUS

Standard Form 1165
Revised (6-83)
Department of the Treasury
IFORM 4-4000
1165-106

RECEIPT FOR CASH—SUBVOUCHER

Subvoucher No. UNIT ASSIGNED

(To be used when invoice is not available)

Date 25 JAN 94

INTERIM RECEIPT FOR CASH

DATE 25 JAN 94

Received of Imprest Fund Cashier
\$ 20.00 for which I hold
myself accountable to the United
States.

SK1 J. Smith

(Signature)

NOTE TO SIGNER

Be sure this receipt is marked "VOID"
and returned to you when the transaction is
completed or the funds returned to the Cashier.

*U.S. G.P.O.: 1989-231-827

Received in cash from USCG Finance Center

Twenty Dollars and NO (\$ 20.00) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT
10 EA	IBM SELECTRIC RIBBONS, D697	\$20.00

Vendor IBM DIRECT

Address 222 IBM'S WAY

PORTSMOUTH, VA 23705

By (SIGNATURE REQUIRED)

(Signature of Vendor/Agent)

Title

(DO NOT SIGN IN DUPLICATE)

PURPOSE (Project, etc.)

Ribbons for Admin typewriter

Signature Required by Procurement Official

APPROPRIATION AND ACCOUNTING CLASSIFICATION

2/F/401/132/30/0/AB/12345/2674

DOCID 2094904FAB001

Figure 12D-4 SF-1165, Receipt for Cash-Subvoucher